



KING COUNTY
PROJECT/PROGRAM MANAGER III
KING COUNTY SUPERIOR COURT
JUVENILE COURT SERVICES
Hourly Rate Range: \$28.41 - \$36.16
Job Announcement: 06GF6100
OPEN: 5/22/06 CLOSE: 6/12/06

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A Superior Court application form, resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: King County Superior Court Juvenile Court Services located at 1211 E. Alder, Seattle, WA.

WORK SCHEDULE: This position works 8:00 a.m. – 5:00 p.m., with alternating 3-day weekends.

PRIMARY JOB FUNCTIONS: Employees in this position are responsible for analysis, research, planning, policy/program development, and general planning support for assigned programs or projects.

- Develop and implement youth, agency and employee programs including determining key stakeholder's involvement; developing project charter and project schedules; coordinating efforts with external stakeholders and related internal initiatives/programs; monitoring program effectiveness.
- Analyze current programs and make recommendations for program improvements and service delivery.
- Act as a staff consultant on program development and project management methodologies.
- Analyze political, legal, social and technological trends which may have an impact on agency direction.
- Conduct benchmark studies of juvenile justice best programs and practices to set performance standards for the agency.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

- Assist internal staff in designing statistically valid research and needs assessment studies.
- Identify management information and reporting requirements to manage daily operations at the project, program, process, committee and individual performance levels.
- Instruct internal staff in retrieving and manipulating data from automated databases.
- Staff various work groups and committees. Represent the Court on county and state wide committees or commissions.
- Develop policies and procedures for court operations.
- Develop grant applications including budgets.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a major coursework in business or public administration, or a major course of study in a discipline applicable and three (3) years of responsible administrative and analytical work experience. Expert knowledge and experience in court operations, including juvenile justice issues, program analysis and evaluations, and grant writing is strongly preferred.

SPECIAL REQUIREMENTS: Finalists must successfully pass a criminal background check and reference check.

UNION MEMBERSHIP: Positions in this classification are represented by Local 2084 of AFSCME.